Alberta Agriculture,
Food and Rural Development

Regulatory Reform

2002/2003 Annual Report
2003/2013 Work Plans

Current: July 9, 2003

AFRD 2002/2003 Annual Report

The Regulatory Review Secretariat requested that the reporting period for Alberta Agriculture, Food and Rural Development's (AAFRD) Regulatory Review Annual Report match government's fiscal reporting period, so that it harmonizes with the preparation of Ministry Annual Reports. AAFRD's Regulatory Reform Report covers the period from April 1, 2002, to March 31, 2003.

AAFRD is committed to improving the efficiency of its regulatory service. Only regulations "necessary" to protect the public interest will be retained. Regulations retained will be made clear and concise. A major focus is on reducing the costs of compliance, simplifying procedures and speeding up the approval process. Overlap and duplication will be eliminated wherever possible. AAFRD,s 2002/2003 Work Plan called for the Ministry to review 33 regulations.

Regulations (33): Reviewed as part of 2002/2003 Work Plan

101st Street Meats Ltd. (AR 253/87)
Agricultural Food & Rural Development Grants (AR 58/98)
Agricultural Societies Act Forms (AR 3/03)
Alberta Egg Producers Board Authorization (AR 279/97)
Alberta Egg Production and Marketing (AR 293/97)
Alberta Hatching Egg Producers Authorization (AR 278/97)
Alberta Sugar Beet Growers Authorization (AR 286/97)
Alberta Sugar Beet Growers Negotiation, Mediation and Arbitration (AR 285/97)
Alberta Turkey Producers Federal Authorization Order (AR 154/00)
Alberta Vegetable Growers (Processing) Board Authorization (AR 282/97)
Alberta Vegetable Growers (Processing) Plan (AR 273/97)
Alberta Vegetable Growers (Processing) Production and Marketing (AR 283/97)
Designated Communicable Diseases (AR 301/02)
Farm Implement (AR 204/83)
Feeder Associations Guarantee (AR 75/98)
Forms (AR 203/98)
Hatchery Supply Flock Approval (AR 183/97)
Hatching Egg Producers Negotiation and Arbitration (AR 281/97)
Hatching Eggs (AR 280/97)
Kanata Meats (AR 293/82)
Meat Inspection (AR 51/73)
Meat Inspection Act Fees (AR 119/90)
Nossack Fine Meats Ltd. (AR 32/88)
Potato Growers of Alberta Authorization (AR 299/02)
Potato Growers of Alberta Marketing (AR 277/98)
Purchase and Sale of Eggs and Egg Products (AR 184/97)
Ribbon Branding of Carcasses (AR 251/02)
Seed Cleaning Plant (AR 15/03)
Sugar Beet Production (AR 287/97)
Turkey Marketing (AR 113/98)
Turkey Producers Authorization (AR 112/98)
Vegetable Negotiating Agency (AR 63/94)
Weighing of Beef Carcasses (AR 252/02)

An additional 30 regulations were reviewed, but were not part of the formal 2002/2003 Work Plan. A list of the completed unplanned regulations is provided below.

Regulations (30): Reviewed but not part of 2002/2003 Work Plan

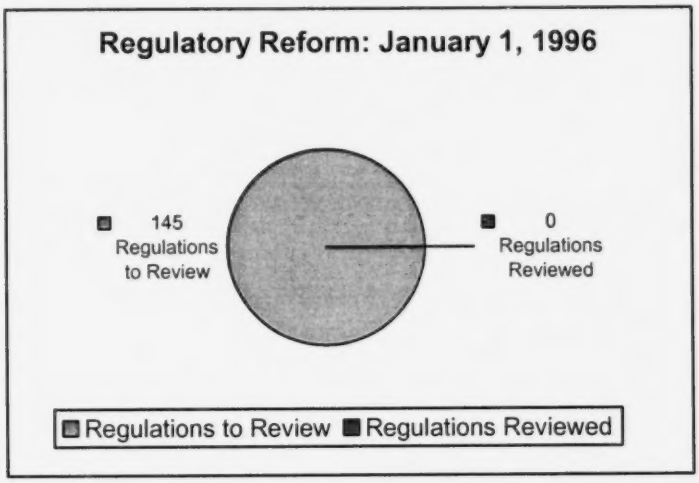
Agriculture Financial Services (AR 99/02)
Alberta Beef Producers Authorization Regulation (AR 187/98)
Alberta Chicken Producers Marketing Amendment (AR 3/00)
Alberta Egg Producers Plan (AR 258/97)
Alberta Elk Plan (AR 210/02)
Alberta Hatching Egg Plan (AR 283/96)
Alberta Milk Federal Authorization Order (AR 154/02)
Alberta Milk Plebiscite (AR 93/02)
Alberta Milk Remuneration and Expense Regulation(AR 230/02)
Alberta Pork Producers Development Corporation Federal Authorization (AR 208/02)
Alberta Soft Wheat Producers Marketing Amendment (AR 34/99)
Alberta Turkey Producers Federal Authorization Order (AR 154/00)
Cattle Commission Plan (AR 272/97)
Cattle Marketing Regulation (AR 204/98)
Elk Authorization (AR 255/02)
Elk Marketing (AR 256/02)
Grades, Packages and Fees (AR 248/02)
Hog Registration, Licensing and Universal Service Charge (AR 285/96)
Honey Grading Regulation (AR 104/97)
Milk Plan Minimum Price for Sub-Class 1A Milk Order (AR 229/02)
Milk Plan Minimum Price for Sub-Class 1A Milk Order (AR 14/03)
Minimum Milk Price Order (AR 142/02)
Minimum Milk Price Order (AR 52/02)
Pest and Nuisance Control Regulation (AR 406/86)
Pork Producers' Authorization (AR 281/96)
Potato Growers of Alberta Plebiscite Regulation (AR 247/02)
Sugar Beet Marketing Plan (AR 275/97)
Turkey Producers Marketing Plan (AR 259/97)
Vegetable Growers (Processing) Plan (AR 273/97)
Vegetable Sales (AR 105/97)

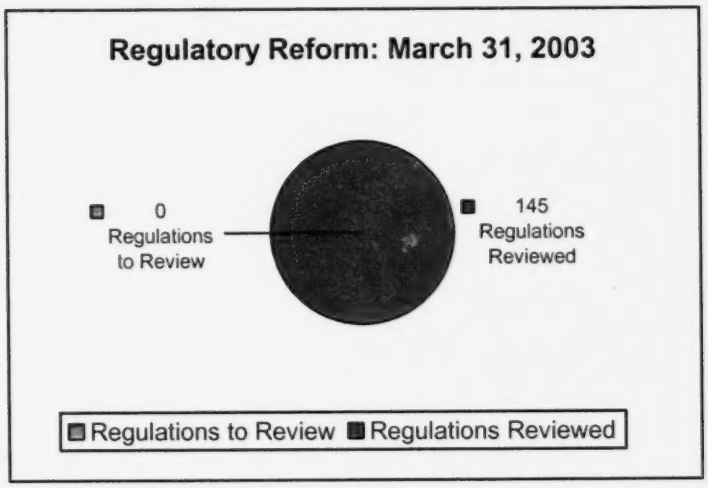
In total, Ministry staff reviewed **63** regulations during the past fiscal year. Regulatory Reform became a permanent feature of this government's effort to improve the Alberta Advantage in 1995/96. The process is mandatory and each Ministry is expected to periodically review every existing regulation for possible amendment or elimination.

Please note: A three-page Regulatory Review process document is included as an appendix to this report. Anyone undertaking a review of a Ministerial regulation should use this reference tool.

AFRD 2003/2013 Ten-Year Work Plans

Alberta Agriculture, Food and Rural Development is responsible for a wide range of programs and regulations that assist the agriculture and food industry, and protect consumers. When the Regulatory Reform process began in 1996, AFRD was responsible, in whole or in part, for 145 regulations. Fulfilling AAFRD's commitment to the Regulatory Review Secretariat, as of March 31, 2003, all the Ministry's original 145 regulations have been reviewed at least once. Ongoing reviews have now been scheduled for the next 10 years.





AAFRD's 2003/2004 Work Plan calls for Ministry staff to review 13 regulations. Ten of the 13 regulations scheduled for review in the upcoming year contain "expiry dates", which will cause the regulation to lapse **if** its review has **not** been completed and the changes registered with the Director of Registries for Legislative Counsel before the indicated date (see Table 1). Internal AAFRD deadlines are presented as being three months in advance of the regulations expiry dates.

Three of the 13 regulations currently scheduled for review have no expiry dates or are exempted. Plan regulations under the *Marketing of Agricultural Products Act* are granted exempt status and have only review dates. The three regulations are listed in Table 10.

Table 1. AFRD Regulatory Reform: 2003/2004 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Livestock and Livestock Products Act			
Purchase and Sale of Eggs and Egg Products (AR 184/97)	December 31, 2003	March 31, 2004	**Karl Vidal**
Livestock Diseases Act			
Production Animal Medicine (AR 31/98)	July 31, 2003	October 31, 2003	**Jim Henderson**
Marketing of Agricultural Products Act			
Alberta Barley Commission (AR 123/99)	October 31, 2003	January 31, 2004	**Mike Pearson**
Alberta Barley Commission Authorization (AR 122/99)	October 31, 2003	January 31, 2004	
Alberta Pulse Growers Commission Authorization (AR 128/99)	October 31, 2003	January 31, 2004	
Alberta Pulse Growers Marketing (AR 129/99)	October 31, 2003	January 31, 2004	
Alberta Soft Wheat Commission Authorization (AR 33/99)	September 31, 2003	December 31, 2003	
Alberta Soft Wheat Producers Marketing (AR 34/99)	September 31, 2003	December 31, 2003	
Alberta Winter Wheat Producers Commission Authorization (AR 124/99)	April 1, 2003	July 1, 2003	
Alberta Winter Wheat Producers Marketing (AR 121/99)	April 1, 2003	July 1, 2003	
Operation of Boards and Commissions (AR 26/99)	September 31, 2003	December 31, 2003	

Table 2. AFRD Regulatory Reform: 2004/2005 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Animal Protection Act			
Animal Protection (AR 298/96)	December 31, 2004	March 31, 2005	**Morris Seiferling**
Tariff of Expenses (AR 307/96)	December 31, 2004	March 31, 2005	**Morris Seiferling**
Dairy Industry Act			
Dairy Industry (AR 139/99)	April 30, 2004	July 31, 2004	**Floyd Mullaney**
Fur Farm Act			
Fur Farm Regulation (AR 299/96)	December 31, 2004	March 31, 2005	**John Girvan**
Livestock Diseases Act			
Livestock Disease Control (AR 69/00)	August 30, 2004	November 30, 2004	**Gerald Ollis**
Livestock Market and Livestock Assembling Station (AR 70/00)	August 30, 2004	November 30, 2004	**Floyd Mullaney**
Marketing of Agricultural Products Act			
Alberta Chicken Producers Federal Authorization Order (AR 230/99)	August 1, 2004	November 1, 2004	**Mike Pearson**
Alberta Chicken Producers Marketing (AR 3/00)	August 30, 2004	November 30, 2004	**Mike Pearson**
Egg Marketing Plan (Federal-Provincial) (AR 60/00)	October 31, 2004	January 31, 2005	**Mike Pearson**
Universities Act			
Animal Welfare (AR 221/00)	October 1, 2004	January 1, 2005	**Morris Seiferling**

Table 3. AFRD Regulatory Reform: 2005/2006 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Livestock Diseases Act Destruction and Disposal of Dead Animals (AR 229/00)	August 30, 2005	November 30, 2005	**Floyd Mullaney**
Marketing of Agricultural Products Act Alberta Bison Commission Authorization Regulation (AR 187/00) Alberta Bison Commission Marketing Regulation (AR 188/00)	June 30, 2005 June 30, 2005	September 30, 2005 September 30, 2005	**Mike Pearson** **Mike Pearson**
Vegetable Sales (Alberta) Act Grades, Packages and Fees (AR 248/02) Vegetable Sales (AR 105/97)	December 31, 2005 December 31, 2005	March 31, 2006 March 31, 2006	**Christine Murray** **Christine Murray**

Table 4. AFRD Regulatory Reform: 2006/2007 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Agricultural Operation Practices Act Agricultural Operations, Part 2 Matters (AR 257/01) Board Administrative Procedures (AR 268/01) Standards and Administration (AR 267/01)	October 31, 2006 October 31, 2006 October 31, 2006	January 31, 2007 January 31, 2007 January 31, 2007	**M. Seiferling/W. Inkpen** **M. Seiferling/W. Inkpen** **M. Seiferling/W. Inkpen**
Agricultural Pests Act Pest and Nuisance Control (AR 184/01)	May 31, 2006	August 31, 2006	**Shaffeek Ali**
Livestock and Livestock Products Act Honey Grading (AR 104/97)	February 28, 2006	May 31, 2006	**Medhat Nasr**
Marketing of Agricultural Products Act Alberta Pork Producers' Authorization (AR 281/96) Alberta Sheep and Wool Commission Authorization (AR 242/01) Alberta Sheep and Wool Commission (AR 319/96) Hog Registration, Licensing and Universal Service Charge (AR 285/96)	November 28, 2006 November 28, 2006 November 28, 2006 November 28, 2006	February 28, 2007 February 28, 2007 February 28, 2007 February 28, 2007	**Mike Pearson**
Weed Control Act Seed Cleaning Plant (AR 15/03) Weed Regulation (AR 171/01)	May 1, 2006 May 1, 2006	August 1, 2006 August 1, 2006	**Shaffeek Ali** **Shaffeek Ali**

Table 5. AFRD Regulatory Reform: 2007/2008 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Brand Act			
Brand (AR 217/98)	March 30, 2007	June 30, 2007	**Cliff Munroe**
LIS Delegated Authority (AR 220/98)	March 30, 2007	June 30, 2007	**Cliff Munroe**
Farm Implement Act			
Farm Implement (AR 204/83)	December 31, 2007	March 31, 2008	**Bernie Yakimyshyn**
Livestock and Livestock Products Act			
Application and Licence Form (AR 215/98)	March 30, 2007	June 30, 2007	**Cliff Munroe**
Fees (AR 222/98)	March 30, 2007	June 30, 2007	
LIS Delegated Authority (AR 218/98)	March 30, 2007	June 30, 2007	
Livestock Dealers and Livestock Dealers' Agents (AR 66/98)	July 31, 2007	October 31, 2007	
Livestock Transportation (AR 22/99)	July 31, 2007	October 31, 2007	
Section 8 Livestock Designation (AR 198/98)	July 31, 2007	October 31, 2007	
Stock Yard Regulation (AR 197/98)	July 31, 2007	October 31, 2007	
Livestock Identification and Brand Inspection Act			
LIS Delegated Authority (AR 221/98)	March 30, 2007	June 30, 2007	**Cliff Munroe**
Livestock Identification and Branch Inspection (AR 195/98)	July 31, 2007	October 31, 2007	**Cliff Munroe**
Livestock Identification and Brand Inspection Fees (AR 216/98)	March 30, 2007	June 30, 2007	Cliff Munroe
Marketing of Agricultural Products Act			
Alberta Chicken Producers' Authorization (AR 80/93)	February 28, 2007	May 31, 2007	**Mike Pearson**
Alberta Elk Authorization Regulation (AR 255/02)	December 31, 2007	March 31, 2008	
Alberta Elk Marketing Regulation (AR 256/02)	December 31, 2007	March 31, 2008	
Alberta Milk Authorization 152/02 (AR 152/02)	November 29, 2007	February 29, 2008	
Alberta Milk Marketing 151/02	November 29, 2007	February 29, 2008	
Alberta Milk Negotiation and Arbitration Regulation 153/02	November 29, 2007	February 29, 2008	
Alberta Milk Records Disclosure Regulation 149/02	November 29, 2007	February 29, 2008	
Alberta Milk Records Transfer Regulation 148/02	November 29, 2007	February 29, 2008	
Alberta Sugar Beet Growers Authorization (AR 286/97)	August 30, 2007	November 30, 2007	
Alberta Sugar Beet Growers Negotiation, Mediation and Arbitration (AR 285/97)	August 30, 2007	November 30, 2007	
Alberta Vegetable Growers (Processing) Board Authorization (AR 282/97)	March 30, 2007	June 30, 2007	
Alberta Vegetable Growers (Processing) Production and Marketing (AR 283/97)	March 30, 2007	June 30, 2007	
Potato Growers of Alberta Authorization (AR 299/02)	October 31, 2007	January 31, 2008	
Potato Growers of Alberta Marketing (AR 277/98)	October 31, 2007	January 31, 2008	
Sugar Beet Production (AR 287/97)	August 30, 2007	November 30, 2007	
Vegetable Negotiating Agency (AR 63/94)	March 30, 2007	June 30, 2007	

Table 6. AFRD Regulatory Reform: 2008/2009 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Agricultural Service Board Act Forms (AR 203/98)	March 30, 2008	June 30, 2008	**Andy McPhee**
Feeder Associations Guarantee Act Feeder Associations Guarantee (AR 75/98)	March 30, 2008	June 30, 2008	**Brad Fournier**
Livestock and Livestock Products Act Livestock Patrons' Claims Review Tribunal (AR 257/97)	July 31, 2008	October 31, 2008	**Cliff Munroe**
Marketing of Agricultural Products Alberta Beef Producers Authorization Regulation (AR 187/98) Alberta Canola Producers Commission Authorization (AR 130/98) Alberta Canola Producers Marketing (AR 142/98) Alberta Hatching Egg Producers Authorization (AR 278/97) Cattle Marketing (AR 204/98) Hatching Eggs (AR 280/97) Hatching Egg Producers Negotiation and Arbitration (AR 281/97) Turkey Marketing (AR 113/98) Turkey Producers Authorization (AR 112/98)	 April 1, 2008 February 29, 2008 February 29, 2008 February 29, 2008 April 1, 2008 February 29, 2008 February 29, 2008 February 29, 2008 February 29, 2008	 July 1, 2008 May 31, 2008 May 31, 2008 May 31, 2008 July 1, 2008 May 31, 2008 May 31, 2008 May 31, 2008 May 31, 2008	**Mike Pearson**

Table 7. AFRD Regulatory Reform: 2009/2010 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Government Organization Act Agricultural Food and Rural Development Grants (AR 58/98)	December 31, 2009	March 31, 2010	**Faye Rault**
Livestock and Livestock Products Act Ribbon Branding of Carcasses (AR 251/02) Weighing of Beef Carcasses (AR 252/02)	August 30, 2009 August 30, 2009	November 30, 2009 November 30, 2009	**Keith McAllister** **Keith McAllister**
Livestock Diseases Act Designated Communicable Diseases (AR 301/02)	September 30, 2009	December 31, 2009	**Gerald Ollis**
Marketing of Agricultural Products Alberta Egg Producers Board Authorization (AR 279/97) Egg Production and Marketing (AR 293/97)	February 28, 2009 February 28, 2009	May 31, 2009 May 31, 2009	**Mike Pearson** **Mike Pearson**
Meat Inspection Act Meat Inspection Regulation (AR 42/03)	May 1, 2009	August 1, 2009	**Floyd Mullaney**

Table 8. AFRD Regulatory Reform: 2010/2011 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Soil Conservation Act Soil Conservation (AR 272/98)	August 30, 2010	November 30, 2010	**John Tackaberry**
Women's Institute Act Forms (AR 24/99)	March 30, 2010	June 30, 2010	**Andy McPhee**

Table 9. AFRD Regulatory Reform: 2012/2013 Work Plan

Name of Act/Regulation	AFRD Deadline	Expiry Date	Ministry Contact
Agricultural Societies Act Agricultural Societies Act Forms (AR 3/03)	April 1, 2012	July 1, 2012	**Andy McPhee**
Bee Act Bee Regulation (AR 194/03)	August 1, 2012	November 1, 2012	**Medhat Nasr**
Irrigation Districts Act Irrigation Forms (AR 81/00) Irrigation General (AR 78/00) Irrigation Plebiscite (AR 79/00) Irrigation Seepage Claims Exemption (AR 80/00)	 July 31, 2012 July 31, 2012 July 31, 2012 July 31, 2012	 October 31, 2012 October 31, 2012 October 31, 2012 October 31, 2012	 **Len Ring, Laurie Hodge** **Len Ring, Laurie Hodge** **Len Ring, Laurie Hodge** **Len Ring, Laurie Hodge**
Livestock and Livestock Products Act Hatchery Supply Flock Approval (AR 183/97)	December 31, 2012	March 31, 2013	**Narine Singh**

Table 10. Acts/Regulations With No Expiry Date or Having Exempted Status

Acts/Regulations With No Expiry Date	Ministry Contact
Agricultural Societies Act	
Agricultural Societies Financial Statement (AR 233/96)	**Andy McPhee**
Guaranteed Borrowing (AR 139/98)	**Andy McPhee**
Livestock Industry Diversification Act	
Livestock Industry Diversification (Ministerial) (AR 256/91)	**Ken Gossen**
Livestock Industry Diversification (Principal) (AR 255/91)	**Ken Gossen**
Marketing of Agricultural Products Act	
Alberta Milk Federal Authorization Order (AR 154/02)	**Mike Pearson**
Alberta Milk Plan Minimum Price for Sub-Class 1A Milk Order (AR 49/03)	**Mike Pearson**
Alberta Pork Producers Development Corporation Federal Authorization Order (AR 208/02)	**Mike Pearson**
Alberta Turkey Producers Federal Authorization Order (AR 154/00)	**Mike Pearson**

Acts/Regulations Exempted	Review Date	Ministry Contact
Marketing of Agricultural Products Act: Plan Regulations		
Alberta Barley Plan (AR 111/99)	January 31, 2004	**Mike Pearson**
Alberta Beef Producers Plan Regulation (AR 272/97)	July 1, 2008	
Alberta Bison Commission Plan Regulation (AR 167/00)	December 1, 2004	
Alberta Canola Producers Marketing Plan (AR 108/98)	May 31, 2008	
Alberta Chicken Producers' Plan (AR 70/93)	May 31, 2007	
Alberta Egg Producers Plan (AR 258/97)	May 31, 2009	
Alberta Elk Plan Regulation (AR 210/02)	March 31, 2008	
Alberta Fresh Vegetable Producers' Plan (AR 280/96)	To be repealed	
Alberta Hatching Egg Plan (AR 283/96)	May 31, 2008	
Alberta Milk Plan Regulation (AR 150/02)	February 29, 2008	
Alberta Pork Producers' Plan (AR 219/01)	February 28, 2007	
Alberta Pulse Growers Marketing Plan (AR 120/99)	January 31, 2004	
Alberta Sheep and Wool Commission Plan (AR 263/01)	February 28, 2007	
Alberta Soft Wheat Producers' Plan (AR 23/99)	December 31, 2003	
Alberta Vegetable Growers' (Processing) Plan (AR 273/97)	June 30, 2007	
Alberta Winter Wheat Producers Marketing Plan (AR 112/99)	July 1, 2003	
Potato Growers of Alberta Plan (AR 291/02)	January 31, 2008	
Sugar Beet Marketing Plan (AR 275/97)	November 30, 2007	
Turkey Producers' Marketing Plan (AR 259/97)	May 31, 2008	

APPENDIX

Steps in the Regulatory Review Process

1. NOTE: In recognition of all the process steps that must be taken, as well as all the steps leading up to the final legislative signature, all regulatory review work should be completed (everything up to Step 17) at least three full months before the regulation's "expiry date." Time must be made available to accommodate Standing Policy Committee agendas, Cabinet meeting schedules for the signing of Orders in Council, the availability of the Minister for the signing of Ministerial Orders, and final registration of the signed regulation with the Registrar of Regulations.

2. If you plan to amend any regulation, the Regulatory Review Secretariat requires that you complete a Regulation Impact Report (RIR). Minor regulatory amendments can use the RIR – short form. Work involving more extensive regulatory changes should use the RIR – long form.

3. The RIR forms identify the key steps that should be taken when reviewing a regulation. Steps include documenting the problems to be addressed, and a description of the benefits and costs associated with any proposed changes. There is a clear emphasis on the need to involve key stakeholders in a public consultation process. The RIR document is an excellent organizational starting point. Note: The RIR does not have to be completed until you are ready to apply for your Compliance Statement.

4. Electronic copies of the Regulation Impact Report forms can be obtained by contacting **Bard Haddrell** at (780) 422-3651, or bard.haddrell@gov.ab.ca.

5. If your anticipated changes are very minor (e.g. revised expiry date), send a memo to **Richard Magnus**, Chair, Regulatory Review Secretariat, #710 Legislature Annex (cc: Bard Haddrell), asking for an exemption to reduce the level of public consultation and requirements under the RIR process.

6. An RIR is **NOT** required if you are intending to repeal a regulation or let your regulation expire. In either case, your stakeholders should be consulted and made aware of your decision. However, you must still ask Legislative Counsel to prepare a regulation to "repeal your regulation." The regulation to "repeal your regulation" is attached to the Request for Order in Council or Ministerial Order. Contact **Bruce Baugh**, Assistant Chief Legislative Counsel, 2nd Floor, Bowker Building, 9833 – 109 Street (bruce.baugh@gov.ab.ca), before proceeding to repeal a regulation.

7. Before discussing any proposed regulatory changes with your stakeholders, you must contact **Sheila Devereux** with AAFRD's Freedom of Information and Protection of Privacy (FOIP) office, at (780) 422-0473 (sheila.devereux@gov.ab.ca). Several FOIP issues must be considered during any regulatory review including, for example, provisions that relate to the collection, use, disclosure, retention, protection or security of personal information, or the custody and control of records.

8. A Discussion Paper (DP) outlining proposed changes to the regulation should be prepared and circulated to interested stakeholders to solicit their review and input.
   - If the regulation is complex or controversial, you may ask for input from stakeholders before you prepare the DP. If very minor changes are proposed, the DP can be as short as a one-page memo.

- The number and type of stakeholders you contact will depend on the degree of interest in the regulation, the types of changes you are proposing, etc. You should try to target representative organizations instead of individuals (e.g. you can send the DP to a central organization like the Association of Municipal Districts and Counties instead of each individual county).
- You should ask stakeholders to indicate if they are interested in receiving further information on changes to the regulation after the first round of consultations.
- Be certain that you have consulted a broad enough audience to get an objective and thorough review of the DP. These reviews may be done through a mailout, organizing stakeholder meetings or existing industry meetings and conferences.

9. Once you have collected your stakeholder feedback and decided on recommended changes, you can begin preparing a 3-Column Report (3CR). The draft 3CR should be sent back to "interested" stakeholders. The intent is to let stakeholders, who want continued involvement in the process, know which of their suggestions you have incorporated. The 3CR headings are:

Original Wording	Suggested New Wording	Rationale / Implications
Sec. xx	Sec. xx	Sec. xx

10. Once all stakeholder input has been received and incorporated, send the finished 3CR to **Bruce Baugh**, Assistant Chief Legislative Counsel, so he can assign a lawyer to begin drafting your regulatory amendment (cc: Richard Magnus and Bard Haddrell).

11. All regulations going through this process are required to include a Sunset Clause within the regulation. Each time a regulation is reviewed the "expiry date" should be re-set. Generally the "expiry date" should be from ***7 to 10 years***. Amendments occurring to regulations between sunset periods are still required to go through the RIR process.

12. The length of time Legislative Counsel takes to get drafts back to you varies greatly, especially if the regulation is complex or they have to prepare a number of drafts. If your time lines are tight, contact Bard Haddrell to let him know there will be delays and to see if he can help speed up the process.

13. **OPTIONAL:** On a case-by-case basis, when the proposed changes are more controversial, you may circulate the first draft of the regulation to your stakeholder group(s) for additional feedback.

14. Once Legislative Counsel has sent you a copy of the final draft of your revised regulation, you must send a copy of the revised regulation, your completed RIR, DP and 3CR to **Richard Magnus,** requesting that his office issue a Compliance Statement for your regulatory change (cc: Bard Haddrell). Note: You can send Mr. Magnus' office a copy of your regulation with the "draft" watermark ONLY if you have approved the final draft and do not anticipate any further changes to the regulation.

15. When the Regulatory Review Secretariat has reviewed and approved your RIR and regulation, they will send you a memorandum indicating that a Compliance Statement has been issued for your regulation. You will not receive an actual copy of the Compliance Statement. Obtaining a Compliance Statement memo is a necessary prerequisite to registering any regulatory change.

16. Once you have received your Compliance Statement memo, you can then register your regulation through an Order in Council or Ministerial Order. Carefully check your Act's Table of Contents to determine who is responsible for developing regulations. If the "Regulations" section of the Act indicates that regulatory changes are a responsibility of the Lieutenant Governor in Council, you must fill out a Recommendation for Order in Council. If it is the Minister's responsibility to make regulations, you must fill out a Ministerial Order. **NOTE: You may have to look under other sections of the Act to find out who is specifically responsible for the regulation. If you are still uncertain ask Bruce Baugh, or your assigned lawyer, to help identify the person responsible.**

17. As some regulatory changes represent significant policy changes, the Minister may also need time to take contentious Orders in Council or Ministerial Orders through Standing Policy Committee (SPC). In these instances the SPC will need to review and approve the regulation before it can be signed off. Accordingly, time may need to be made available for SPC approval. Regulatory changes of a minor nature (e.g. changing expiry dates, board/agency name changes, minor updates) do **NOT** go to SPC.

Process Steps for Completing a Recommendation for Order in Council

18. Once you have a final copy of your amended regulation (with the draft watermark removed) and a Compliance Statement memorandum your work is 95% complete. You must now prepare the final package for transmittal to the Minister's office. You need a cover memo from your ADM (Board or Commission Head) to the Minister, a copy of the Compliance Statement memo, a copy of your Recommendation for Order in Council, and **10** copies of your revised regulation with a PINK **ROUTING SLIP** attached to the front of the package. Once signed by the Lieutenant Governor, the regulation will be automatically sent to the Director of Registries for filing. **Instructions for filling out a Recommendation for Order in Council form can be obtained from Cheryl Grolway.**

Process Steps for Completing a Ministerial Order

19. Once you have a final copy of your amended regulation (with the draft watermark removed) and a Compliance Statement memorandum, your work is 95% complete. You must now prepare the final package for transmittal to the Minister's office. You need a cover memo from your ADM (Board or Commission Head) to the Minister, a copy of the Compliance Statement memo, a copy of your Ministerial Order, and **one** copy of your revised regulation with a PINK ROUTING SLIP attached to the front of the package. **Note: You must add a short note to the bottom of your Ministerial Order's PINK ROUTING SLIP requesting that the original "signed" Ministerial Order be returned to Cheryl Grolway so that she may file the regulation with the Director of Registries.**

Miscellaneous Final Comments

20. Electronic copies of the Recommendation for Order in Council and/or Ministerial Order forms can be obtained by contacting **Bard Haddrell** at (780) 427-5312, or bard.haddrell@gov.ab.ca

21. Contact **Cheryl Grolway** (780) 415-8804, cheryl.grolway@gov.ab.ca for **PINK ROUTING SLIPS.**